

Converting Documents to PDF

This procedure explains how you can convert a document you created using **WordPerfect** or **Microsoft Word** to Portable Document Format (PDF). Conversion of any word processing document to a PDF is required before submission to the court's electronic case filing system (CM/ECF).

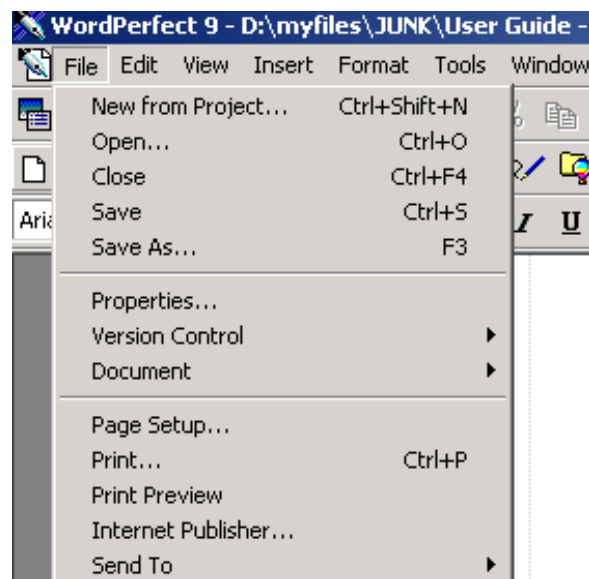
For WordPerfect:

STEP 1 Open the WordPerfect document to be converted.

STEP 2 Click on **File** in the toolbar to display the drop down menu. (See Figure below)



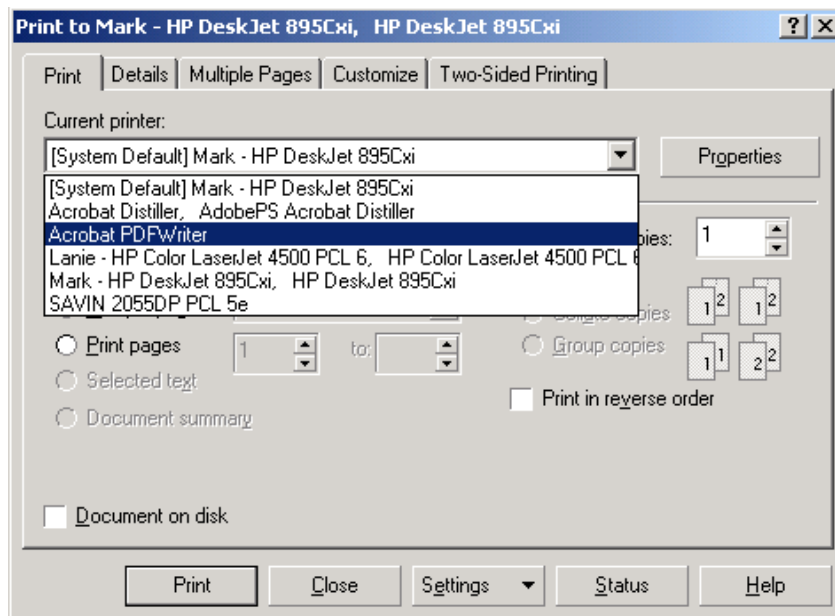
— Click on the **Print** option on the drop down menu to display the **PRINT DIALOG** screen. (See Figure below)



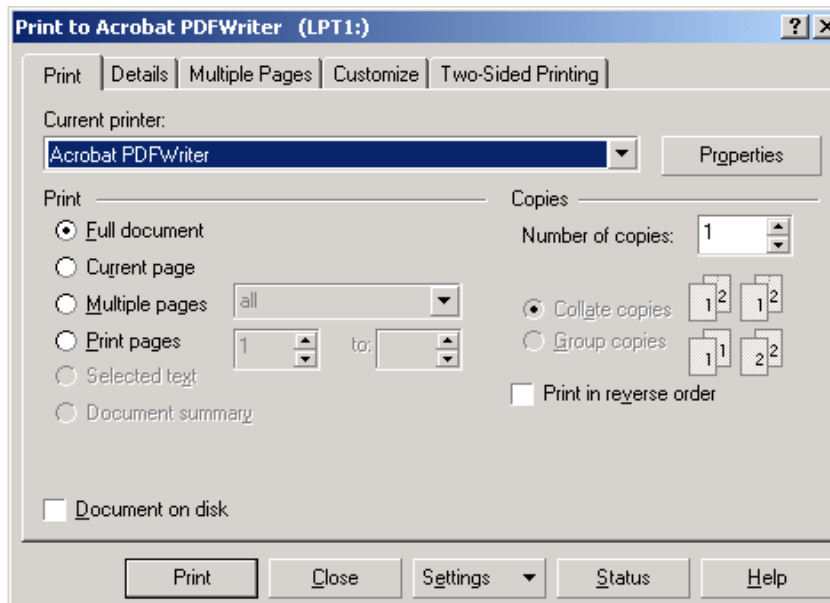
Click the down arrow on the **SELECT PRINTER** box to display a drop-down window with a list of printer choices. (See Figure below)

STEP 3

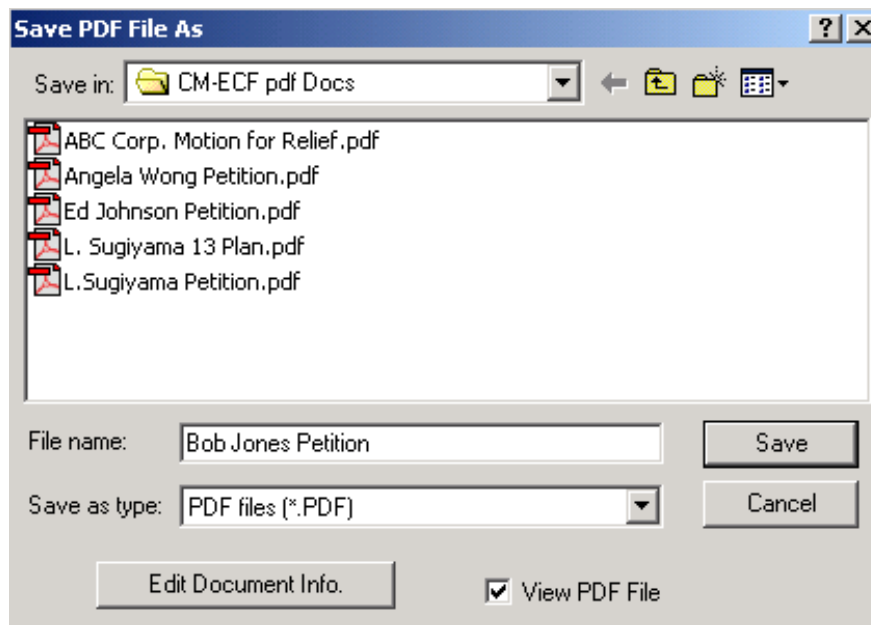
Click on **Acrobat PDF Writer** to select. [Note – we recommend that you always use **Writer** rather than **Distiller** for text documents.]

**STEP 4**

Click on the **Print** button on the **PRINT DIALOG SCREEN**. (See Figure below)



The file will not actually print out; instead the **SAVE PDF FILE AS** screen will display. (See Figure below)



STEP 5 Name the file to be saved. [**Note!** If you are using older versions of WordPerfect, you will have to use much shorter file names] The (.pdf) extension will automatically be added

STEP 6 Save the file by clicking on the **SAVE** button.

The file is converted to PDF and saved to the file that is listed in the **SAVE IN:** box.

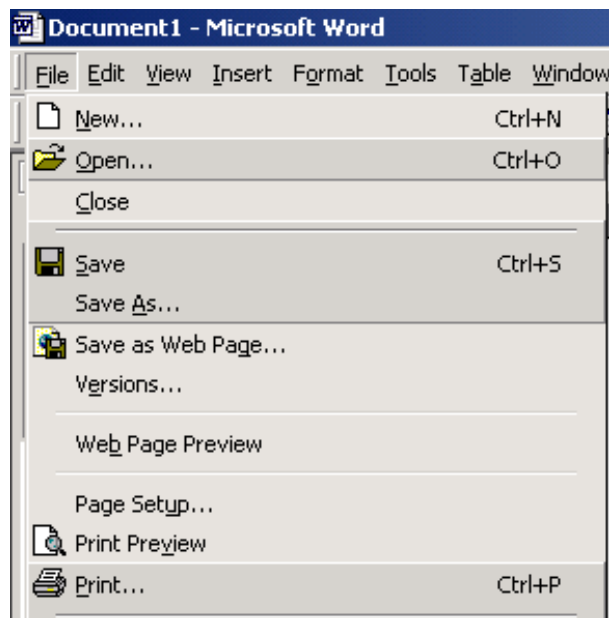
For Microsoft Word 2000:

STEP 1 Open the document to be converted.

STEP 2 Click on **File** in the toolbar. (See Figure below)

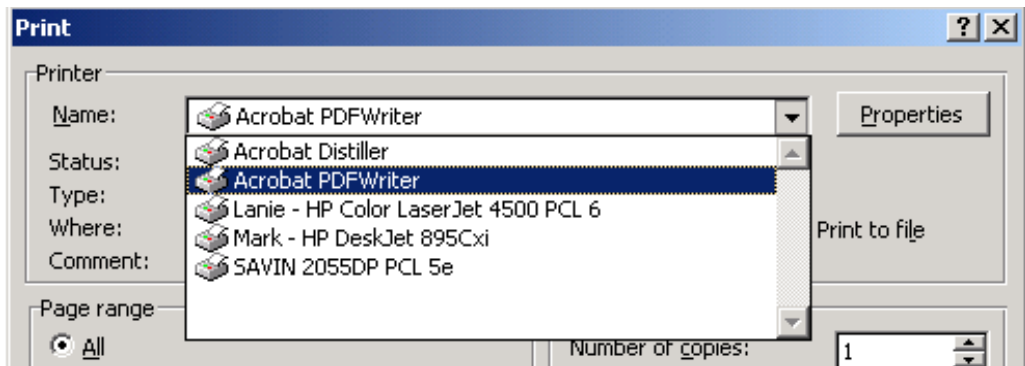


The drop down menu displays. (See Figure below)

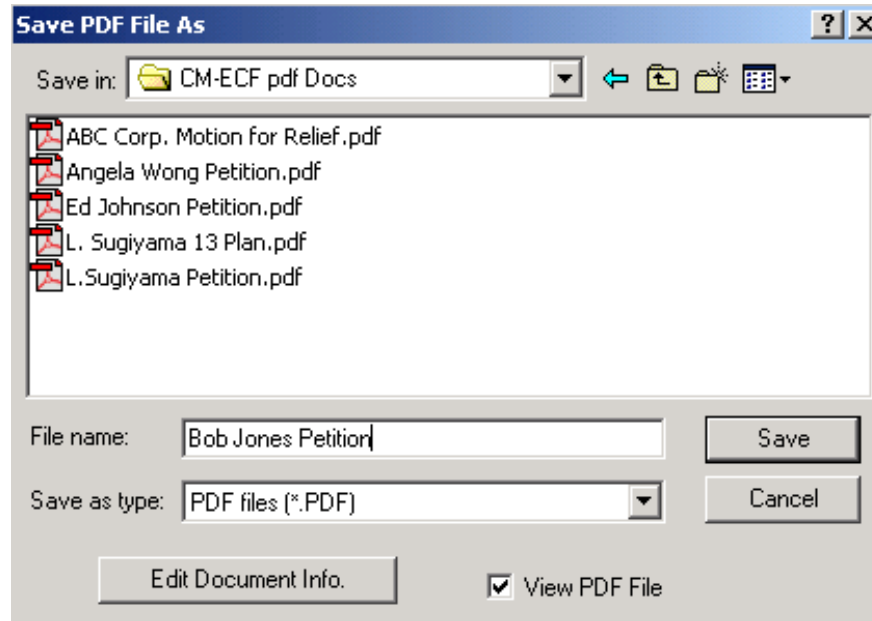


Click on the **Print** option on the drop down menu.

The following screen displays. Click on the printer Name: field and select **Acrobat PDF Writer**. [Note! - We recommend that you always use **Writer** rather than **Distiller** for text documents].



STEP 3 Click on **OK** at the bottom of this screen. The following screen will appear.



STEP 4 Browse to the file folder in which you will save PDF documents to file and make sure that the folder name is displayed in the **Save In:** box.

Enter the name of the file in the **File name:** box. You do not need to add .pdf since this will be done automatically.

Click on the **Save** button to save the file to your folder.

The PDF document is now saved and is ready for electronic filing.